

## **Va. Administrative Dispute Resolution Council**

### **Minutes**

April 3, 2003 Meeting

Richmond, Virginia

**Present:** Sandra D. Bowen, Chairman; Sheryl D. Bailey, Deputy Secretary of Administration; Patricia W. Bauguss; Joseph Damico; Raymond E. Davis; Claudia T. Farr; Kathy Fischer; James W. Fisher; John M. Gazzola; Charles R. Gray; Guy W. Horsley, Jr.; John P. Kirby; Carol A. Mitchell; Barbara K. Newlin; William E. Price; Paul Prissel; Mark Rubin; John Settle; Ernest G. Spratley; Paul Thompson; Brenda F. Weiss

Sandra Bowen, Chairman, called the meeting to order at approximately 10:00 a.m. She thanked John Settle and the Virginia Mediation Network (VMN) for providing each Council member with an "info disk" developed by VMN and the Virginia Law Foundation to serve as a primer for consumers on the use of mediation. Seward McGhee of the Department of Correctional Education was welcomed as a new Council member representing the Public Safety Secretariat.

The following committees presented reports on their work products, progress to date, and recommendations:

- Training & Education  
John Settle and Barbara Newlin, Co-Chairs
- Agency Implementation  
Gail Jaspen and Carol Mitchell, Co-Chairs
- Data Collection & Analysis  
Bill Price and Patti Bauguss, Co-Chairs

Council members discussed the committees' recommendations and offered additional ideas for achieving the goals of Virginia's Administrative Dispute Resolution Act. A general consensus regarding the following developed:

- Create a VADRA web page, with links, on the Secretary of Administration's web site
- Draft, circulate among Council for comments, and send an update memo on Council's progress to agency dispute resolution coordinators (DRCs), copying agency heads and cabinet secretaries
- Establish a schedule for trainings, briefings, and survey submissions, etc.
- Try out the planned half-day training session for DRCs by training Council members first, this spring or early summer, then train the DRCs
- use a basic fill-in-the-blank policy template in conjunction with Council and DCR training, to assure the compliance of all agencies with VADRA's baseline requirements
- following DRC training, whet the appetite of top management for using ADR in their agencies through a self-assessment survey/questionnaire (e.g.,

agency's past costs for conflicts that could have been addressed through ADR but weren't, "tickler" questions to consider); then schedule executive briefings through the Secretary of Administration, where can provide case studies and data on the value and savings with ADR as opposed to litigation, etc.

- "test-drive" agency survey forms with a number of agency managers prior to distributing to all agencies, after DRC training and executive briefings
- encourage progress beyond the VADRA's minimal requirements by identifying for further development pilot agency ADR projects having a high potential for success
- work with the Administration to incorporate ADR as it establishes agency management standards

The meeting adjourned at 11:30 a.m.